



Red Mountain Multigenerational Center SPECIAL INTEREST CLASS PROPOSAL

INSTRUCTOR INFORMATION (Fill out completely)

Name _____

Organization _____

Address _____ City/ State/ Zip _____

Email _____ Phone (____) _____ Fax(____) _____

NUMBER OF ADDITIONAL SUPPORT INSTRUCTORS OR ASSISTANTS _____

INSTRUCTOR QUALIFICATIONS (Include number of years instructional experience in this area of focus. Resume may be attached if desired.)

CLASS TITLE (Maximum of 20 characters including spaces) _____

DESCRIPTION (To be used in class registration system. Maximum of 100 words).

CLASS CONTENT AND INTENDED OUTCOMES

PROPOSED DAYS (ex: Mon/Wed.) _____

CLASS LENGTH (ex; 30 min., 1 hr.) _____

SESSION LENGTH (ex: 6 weeks, 8 weeks, 1 day) _____

CLASS ENROLLMENT SIZE (ex: Min 4, Max 30) Minimum _____ Maximum _____

-Please continue on reverse side-

CLASS AGE RANGE (ex: ages 8-12) _____

CLASS PRICE (ex: \$40 per person) _____

SPECIAL REQUIREMENTS FOR CLASS

- | | | |
|--|--|---|
| <input type="checkbox"/> Carpeted Space | <input type="checkbox"/> Tiled Floor Space | <input type="checkbox"/> Large room for interaction |
| <input type="checkbox"/> High Impact Floor | <input type="checkbox"/> Mirrored Room Space | <input type="checkbox"/> Activity Mats |
| <input type="checkbox"/> Course may be noisy | <input type="checkbox"/> Course may be messy | <input type="checkbox"/> Tables and Chairs |

☐ Other needs _____

Program proposals will be received **on an ongoing basis** to determine the most qualified respondents. Those determined to be most qualified will be asked to attend an interview to determine further qualifications relating to **Special Interest Class Instruction**.

Proposals will be evaluated by a screening committee comprised of City employees and/or authorized agents. The City staff may or may not initiate discussions with Respondents for clarification purposes. Respondents shall not initiate discussions with any City employee or official. The City reserves the right to disqualify proposals that the City deems unacceptable at its sole discretion. Points and other such evaluation methods are tools the City uses to aid in the evaluation process, but are not always definitive. The City is charged by its Charter to qualify respondents that will be able to put together proposals that are in the best interest of the City.

CRITERIA FOR EVALUATION

POINTS POSSIBLE

- | | |
|---|----|
| a) Instructor Experience - Experience level of instructor | 20 |
| b) Competitors - City, Facility or neighboring agencies | 10 |
| c) Capacity - Registration capacity for this class | 20 |
| d) Demand - Demand for this type of class | 25 |
| e) Focus - Class fit into the focus of the Facility | 25 |

DIRECT QUESTIONS AND SUBMIT COMPLETED PROPOSAL TO:

Kym Otterstedt, Recreation Supervisor
City of Mesa, Red Mountain Multigenerational Center
7550 E. Adobe
Mesa, AZ 85207
480-644-4570
Kym.Otterstedt@mesaaz.gov

